

# **Spouse and Domestic Partner Career Assistance (SDCA)**

## **Guidelines and Roles**

*SDCA provides a process whereby spouses and domestic partners (S/DP) of UC LANL new hires are provided career assistance resources for LANL organizations and businesses within Northern New Mexico.*

### **Benefit to LANL:**

1. Due to a lack of employment assistance for spouses and domestic partners, LANL has lost potential UC new hires. It is anticipated that providing employment assistance will increase both acceptance and retention rates of UC new hires with spouses or domestic partners desiring employment at LANL or in the community.
2. By addressing the recruiting and retention issues revolving around the employment of new hires, HR/LANL expects to enhance its reputation as an employer of choice.
3. HR/LANL also anticipates this process will potentially attract additional early career hires and enhance community partnerships.

### **Guidelines:**

1. The Spouse and domestic partner process will assist all UC LANL new hires.
2. Advertising efforts will focus on spouses/domestic partners of relocating UC new hires, as they typically will not already have local networks or assistance.
3. Functional elements will be based on the “tried and true” approach of networking for assisting S/DP with contacts at the Laboratory. The HR Representative will solely maintain a list of potential contacts, but will not call or network on behalf of any S/DP.
4. This process will not guarantee employment of a S/DP within LANL or the community, nor is it a career placement service. Spouses will have to compete for positions with all other applicants.
5. Spouses and domestic partners should not and will not receive preferential treatment or favoritism in the LANL selection process. This process will normalize how and where S/DPs are finding employment. We anticipate that formalizing this process will reduce the amount of current LANL hiring officials marketing and promoting spouses/domestic partners and using other ‘back-door’ approaches that are preferential.
6. Contractor’s S/DP are not eligible for the program.
7. Family members other than a S/DP are not eligible for the program.

### **Spouse/Domestic Partner Role**

- ❑ Contact HR Recruiting for assistance.
- ❑ Provide a recent resume to HR Recruiting for assessing possible strategies for finding employment.
- ❑ Make any networking contacts within LANL or the community (it is your responsibility).
- ❑ Keep HR Recruiting informed of employment status and contacts made. This will assist in tracking strategies/ideas for future S/DP using the program.
- ❑ Contact HR Recruiting for suggestions and ideas to further strengthen the program.

### **New Hire (requesting assistance for their S/DP) Role**

- ❑ Assist their S/DP with initial contact to HR Recruiting.
- ❑ Encourage the S/DP to be the main contact for HR Recruiting. This assists HR Recruiting in assessing behavioral skills (networking, initiative, communication skills, etc.)
- ❑ Contact HR Recruiting for suggestions and ideas to further strengthen the program.

### **Hiring Official (of new hire requesting assistance for their S/DP) Role**

- ❑ Promote SDCA program to interviewees and new hires within your organization.
- ❑ Refer S/DP to the SDCA Point of Contact.
- ❑ Notify the HR Recruiting of interviewees or new hires that may need assistance.
- ❑ Do not forward, market or recommend S/DP for employment (is considered preferential treatment).
- ❑ Contact HR Recruiting for suggestions and ideas to further strengthen the program.

### **HR Generalist Role**

- ❑ Promote SDCA program to interviewees and new hires within your organization.
- ❑ Refer S/DP to the SDCA Point of Contact.
- ❑ Advise and encourage hiring officials regarding use of program.
- ❑ Do not forward, market or recommend S/DP for employment (is considered preferential treatment).
- ❑ Track offers declined in Personica as “spouse/domestic partner” when applicable.
- ❑ Contact HR Recruiting for suggestions and ideas to further strengthen the program.

### **HR Recruiting/ SDCA Point of Contact Role**

- ❑ Advise LANL employees, HR staff, management, new hires and potential hires (interviewees) on program capabilities and process.
- ❑ Actively strategize with S/DP on finding potential opportunities and networking.
- ❑ Continue developing resources for online use: resume/CV writing for LANL, networking tips/skills, and behavioral interviewing.
- ❑ For assistance in resume writing, refer S/DP to our developed resources online, as well as recommend university/community college courses available for them to pursue.
- ❑ Continually research and update a networking list of possible contacts within LANL and the communities of Northern New Mexico.
- ❑ Advertise/communicate program to LANL management, staff, new hires, and potential recruits: webpage, brochure, LANL news bulletin, etc.
- ❑ Ensure most current resume of S/DP is in Personica system (with SDCA source code).
- ❑ Track and report (quarterly) the following metrics:
  - Maintain database to track all S/DPs who contact the recruiting office for assistance.
  - Use and report on source code in Personica “SDCA”.
  - In Personica, track use of “spouse/domestic partner” as a reason for offers declined.
  - Track results from new-hire survey, which includes a question relating to spouse/domestic partner adjustment (as of 12/03, under pilot, Ned Harris is contact).
  - Continue to work with HR-WDA (Ned Harris) to include questions relating to employment of S/DP on exit interview.
  - Communicate program with businesses within Northern New Mexico, to: a) build stronger community network, and b) have businesses contact us with skills they typically hire as well as current opportunities to build awareness. (This does NOT extend to personally marketing the S/DP).